



# County of Jefferson

## State of Missouri

Maple Street Annex  
725 Maple Street · PO Box 100  
Hillsboro, Missouri 63050

Ken Waller

County Executive

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### DEPARTMENT OF PUBLIC WORKS

**William A. Koehrer, P.E. - Director**

**Steven C. Oldham, P.E. - Deputy Director**

Telephone: 636-797-5340 · Fax: 636-797-5565

Web Address: [www.jeffcomo.org](http://www.jeffcomo.org)

William E. Blackwell  
Highway Division Superintendent  
797-5340

John T. Zulpo, Jr.  
Technical Division Superintendent  
797-5342

Thomas C. Redman  
Fleet Services Manager  
797-5399

Kerry W. Rogers  
Facilities Services Manager  
797-5311

June 21, 2011

Dear Consultant:

Jefferson County is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 2 pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://www.modot.gov), in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

Jefferson County will evaluate firms based on a) experience and competence, b) the capacity of the firm to perform the work in the timeframe needed, c) past performance, and d) proximity to and familiarity with the project area. (23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291)

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 4: 00 pm, July 8, 2011 at the Jefferson County Department of Public Works, PO Box 100, Hillsboro, Missouri 63050.

Sincerely,

William A. Koehrer, P.E.  
Director of Department of Public Works

Attachment

<i>Jefferson County, 2012 On-Call Land Surveying Services</i>	
Project No.:	Not available at this time
Location:	Various
Proposed Improvement:	Various
Approximate Cost of Consultant Contract:	On-call hourly with not to exceed maximum
Consultant Services Required:	Land Surveying Services to include: Boundary and topographic surveys.
Other Comments:	
Contact:	William A. Koehrer, P.E. Director of Department of Public Works PO Box 100 Hillsboro, MO 63050 636-797-5369 wkoehrer@jeffcomo.org
Deadline:	July 8, 2011 at 4:00 pm